



Position: Recruitment and Admissions Manager
Supervisor: Program Director
Location: New Jersey

BACKGROUND

NPower is a national nonprofit 501(c) (3) organization that seeks to empower under-resourced young adults and military veterans to pursue tech futures by teaching the digital and professional skills demanded by the marketplace. Our free, award-winning, technology training programs provide in-demand certifications within weeks, professional networking and mentorship with business leaders, soft skills coaching, job placement assistance and an opportunity for graduates to give back to the program via our professional volunteer network.

To be the best version of NPower, we remain deeply committed to our core values: Impact, Commitment, Integrity, Diversity and Humility. We work together to transform lives and strengthen communities, we are dedicated to the success of our students, employees, and stakeholders, we are transparent, honest, and ethical, we build respect, dignity, fairness and self-esteem and we learn from mistakes and success in equal measure. There is no endpoint to our work; we continuously strive to reach our full potential.

POSITION SUMMARY

NPower seeks a committed and passionate Recruitment and Admissions Manager to work with the New Jersey team. The Recruitment and Admissions Manager will be responsible for the high volume recruiting of young adults, military veterans and their spouses into the program and managing administrative affairs surrounding student recruitment, enrollment, and retention. This position will also advise several students, and be expected to work closely with the students, maintain an environment of trust and nurture, and engage with them daily in ways that contribute to both the students' and the organization's success.

RESPONSIBILITIES

Recruitment & Admissions

- Develop and maintain relationships with young adult and veteran workforce development agencies and community-based organizations for the purpose of recruitment
- Monitor and manage incoming leads via our applicant tracking systems
- Respond to and follow up with all inquiries, phone calls, emails, and other correspondences related to lead generation/ candidate management
- Serve as a representative of NPower and conduct information sessions to feeder organizations
- Attend job fairs, conferences, tabling events, and other networking opportunities
- Expand community awareness and reach through the extensive use of social media
- Collaborate with other departments and regions across NPower to coordinate recruiting efforts
- Schedule, interview and assess a high volume of candidates for the program
- Collect and manage necessary paperwork and documentation for each candidate
- Manage the enrollment and onboarding of incoming students and participate in the planning and facilitation of orientation (every Fall and Spring)



Program Administration

- Participate in regional and local office events such as orientation, graduation, site visits, mock interviews, etc.
- Provide support as needed to employer services and social support services
- Input and maintain student information in Salesforce (database) daily
- Provide management with Salesforce reports as needed
- Assist with data collection and tracking
- Assist with professional development of students
- Assist Program Director with managing office, classroom, and staff
- Oversee and monitor daily attendance and program engagement of enrolled students
- Handle all disciplinary actions for students including meetings for warnings, performance agreements, and suspensions. Assist Program Director with dismissals and withdrawal process, documentation, and meetings when required

POSITION QUALIFICATIONS

At minimum one of the following must be met:

- A two-year degree with 4 years of experience in at least one of the following areas: recruitment/admissions or workforce training and development
- A four-year college degree with 2-3 years of experience in at least one of the following areas: , recruitment/admissions or workforce training and development
- Military veteran with 2-3 years of experience in at least one of the following areas: recruitment/admissions or workforce training and development
- Experience with young adult and/or military veteran workforce development programs a plus
- Must have a valid driver's license and able to travel throughout the state of NJ for recruitment events and community engagement (approximately 25%)

Skills Needed:

- A passion for helping people grow, develop themselves, and better their lives and their community
- Capacity to serve as a professional role model with the ability to motivate students to actively participate and engage in learning professional skills and develop habits that meet the needs of employers
- Strong business development, interpersonal and communication skills (oral, written, and listening) with excellent attention to detail/follow through
- Comfort level with public speaking or presenting NPower program to groups
- Technology background and experience with Salesforce (preferred)
- Must be detail orientated, have excellent follow through, and work well in team-based, entrepreneurial, and diverse environment
- Experience in inputting data and creating reports
- Experience in one or more of the following fields helpful but not required: workforce development, recruiting, education, youth development, human potential, human resources, IT staffing, social services or military
- Veterans encouraged to apply



COMPENSATION:

Commensurate with experience

HOW TO APPLY

Submit a cover letter explaining your interest in the position and a resume to

yanna.rosario@npower.org

As an equal opportunity employer. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.